

# **READVERTISEMENT**

**\*See extended closing date**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**February 21, 2008**

**5 Page Document**

---

<b>TITLE:</b>	Regional Services Manager
<b>POSITION NO:</b>	11706
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$36,693 - \$40,000 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

---

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, March 6, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This position requires extensive travel, up to approximately 1,000 miles per month, both in- and out-of-state.

**TYPICAL DUTIES:** This position is responsible for planning, coordinating, and managing mental health services for youth with serious emotional disturbance. The incumbent will work with providers of these services while ensuring the quality and financial viability of them through administrative tools and strategies. Specific duties include providing outreach to families and youth to encourage their involvement in the Kids Management Authorities (KMA) or similar community groups; participating in groups/teams that discuss or plan children's mental health placement including schools, juvenile justice, child protective services, and law enforcement; taking the lead on "difficult kid" cases within the assigned region by researching service alternatives, collaborating with other bureau and agency staff or local resources, and coordinating efforts to resolve the problems; helping the KMA track youth

placed in high cost services and assisting with their return to the community at the earliest opportunity; working with case managers, KMA staff, other providers/agencies, and families to identify supplemental services program (SSP) needs for individual youth and their families; reporting complaints to the appropriate referral and working with central office on provider complaints/problems with service delivery system and payment system; assisting with the investigation of complaints raised against a provider; working with First Health on placement, eligibility, and training issues for children with mental health needs; will staff the KMA meetings in the Region; monitors the ongoing operations of multiple KMAs in the region; and access service needs as they arise leading to developing policy in the Children's Mental Health Bureau in compliance with federal, state, Bureau and Department rules and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:**

Knowledge: Knowledge of leadership principles; project management; eligibility policy for various state-funded programs; mediation, conflict management, and team management; System of Care principles/development; and diagnoses, treatment methods, and services associated with serious emotional disturbance.

Skills: Skill in complex analysis and problem solving; data gathering and work plan development; meeting planning and facilitation; clear oral and written communication; excellent telephone etiquette; and time management, and prioritizing multiple demands/expectations in order to meet deadlines. Must also be proficient in the use of a personal computer and computer software such as Word, Excel, internet, e-mail, and calculator functions.

Abilities: Ability to work independently; function effectively under stress and make appropriate decisions; establish and maintain effective working relationships with department staff, state and county agencies, youth and families, medical providers, and contractors; and plan, implement, and evaluate the achievement of program goals/objectives as well as the resources used to obtain them.

**EDUCATION/EXPERIENCE REQUIRED:** A Bachelor's degree in behavioral science, human services, social work, family science, human development and counseling, education, public health, or closely related field **AND** two years of recent relevant experience in community social or health related fields with demonstrated knowledge of community resources or mental health service system for youth. Experience working with youth with mental illness and/or multi-agency need youth is preferred but

not required. Other equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts, you may submit them prior to an interview or you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this

document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Regional Services Manager  
Position: #11706  
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please provide a description of your professional experiences in your community and/or surrounding communities. Be sure to emphasize the type and quality of relationships you have established through your professional experience.
2. Please provide an example of how you have used a System of Care approach to your work. Explain in detail the challenges you dealt with.